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Practicum Agreement

Winthrop University - Department of Human Nutrition

Student Information (To be completed by the Student)

Today's Date: _____

Number of Credits: __ Credit(s)

Class Enrolled In: _____

Semester/Year Enrolled: _____

Student Name (Print Clearly) _____

_____ @mailbox.winthrop.edu
Email (Winthrop email will be primary method of communication)

Phone Number _____

Student ID # _____

Class/Graduation Year _____

Major _____

Minor Concentration _____

Faculty Liaison _____

Are you legally authorized to hold a paid off-campus practicum in the U.S.? Yes No

Practicum Site Information (To be completed by Practicum Supervisor)

For Profit Not for Profit

Organization Name _____

Business License # or FEIN #
(do not provide a SS#) _____

State Issued _____

Direct Practicum Supervisor _____

Supervisor's Title _____

Physical Address _____

Available for site visit? Yes No

Supervisor Phone _____

Supervisor Email _____

Practicum Projected Start Date: _____

Practicum Projected End Date: _____

Est. Total Number of Weeks: _____ Est. Total Hours/Week: _____

Paid: Yes No If yes, \$ _____ / _____

Additional Compensation/Stipend: _____

Practicum site/supervisor accepts sole responsibility for determining the existence of an employment relationship as described by the Fair Labor Standards Act (FLSA) Field Operations Handbook and for compliance with the FLSA and other state and federal wage-related laws and regulations.

For Office use only:

Date Received _____

Correspondence sent to employer

Correspondence sent to student

Est. Mid-Point _____

Other: _____

LEARNING AGREEMENT: Practicum Job Description (To be completed by Practicum Supervisor)

Attach a separate sheet for an actual job description if available. The job description is to be determined by the Practicum Supervisor, and approved by the faculty liaison and the CCE Career Consultant. The **Practicum Supervisor** should use the space below to describe the tasks, projects and learning outcomes for the student in as much detail as possible. This will serve as the written agreement between all parties involved.

Practicum Agreement is not valid until approved by all parties.

Practicum Student Tasks/Role:

Click here to enter text.

Specific Projects student will work on/assist with:

Click here to enter text.

Learning Outcomes for student:

Click here to enter text.

Additional Comments regarding Practicum:

Click here to enter text.

I have read the agreement and will fulfill the duties and responsibilities outlined for the practicum and the academic requirements for completing the practicum course for credit.

Student's Signature

Date

I approve of and agree to the Learning Agreement. I agree to abide by all the Equal Opportunity/Affirmative Action and other related federal and state laws and regulations in the hiring of Winthrop University students. I agree that the company will instruct/orient the student on company policies/procedures, and provide a safe working environment.

Practicum Supervisor's Signature

Date

PERSONAL LEARNING GOALS (To be completed by the student)

Answer the following questions to complete your practicum application for your particular site. These answers in addition to your Learning Agreement must be reviewed and approved by your **faculty liaison**. Once the Learning Agreement and Personal Learning Goals are completed and approved, bring them to Crawford 129 (Center for Career and Civic Engagement) to finalize your practicum.

- 1. Explain how this practicum will add to your educational experience at Winthrop University.
Click here to enter text.

- 2. What professional and personal goals do you hope to achieve while at this practicum? (Be specific)
Click here to enter text.

FACULTY LIAISON (Please sign below):

Listed below are specific assignments that will be required of all students completing a practicum in order to satisfactorily complete the experience and receive academic credit. Please indicate any other assignments that will be required during this work experience:

- | | | |
|-----------|--|----------------------------------|
| Required: | 1. Practicum Learning Agreement | 4. Final Report |
| | 2. Mid-Point Evaluation of Employer | 5. Final Evaluation of Practicum |
| | 3. Participation in Site Visit (if possible) | |

Other: Work Hours Log

I approve of the Learning Agreement & Personal Learning Goals. Learning agreement is valid for course credit.

Faculty Liaison Signature

Date

Career Consultant Signature

Date

General Responsibilities of the Parties:

1. Student responsibilities:
 - a. Work on the days & times agreed upon with supervisor.
 - b. Dress in the appropriate attire for the practicum site.
 - c. Watch the CCE orientation video at www.youtube.com/watch?v=W2Xlz-1-_cw&feature=youtu.be
 - d. Your safety is important. If you ever feel unsafe, harassed, or discriminated against at the site you may leave on your own free will. You should contact the practicum coordinator and/or site supervisor with concerns even if you are not sure.
 - e. Complete tasks and projects associated with the learning outcomes.
 - f. Complete all assignments.
 - g. Communicate with all parties if length of the practicum needs to be adjusted in order to complete the hours requirement.
 - h. **DISCLAIMER:**
Please note that the presence of job announcements on any website, list serve, bulletin or other communications maintained by Winthrop University does not indicate an endorsement or recommendation by Winthrop University or CCE. We are not responsible for safety, wages, working conditions or other aspects of off-campus employment. We do not conduct a background check on employers - so make sure you spend time researching before you apply.

2. Faculty liaison or designee responsibilities:
 - a. Meet with the student interested in a practicum and discuss the practicum requirements.
 - b. Check with employer to confirm the student's role.
 - c. Send initial correspondence and follow-up emails at the mid-point and at the conclusion of the practicum.
 - d. Be a sounding board for students and site supervisors.
 - e. Be vigilant! Listen for any safety and security concerns the students may have, and TAKE ACTION to report or intervene if appropriate.

3. Site supervisor responsibilities:
 - a. Follow the Fair Labor Standards Act for internships/practicums (www.dol.gov/whd/regs/compliance/whdfs71.htm)
 - b. Orient student on the culture of the site.
 - c. The safety of our students is of utmost importance. Students are directed to report any safety or workplace concerns to their faculty liaison or to Career and Civic Engagement. Practicum sites/supervisors are required to provide a safe environment and to abide by all federal and state workplace laws and regulations in agreeing to accept a student from Winthrop University into their workplace.
 - d. Explain workplace expectations to the student.
 - e. Provide the student and the faculty liaison or designee with any applicable policies or procedures the student is expected to follow.
 - f. Assign appropriate work projects that complement the learning objectives.
 - g. Complete the online mid-point and final evaluation for the student.